

VenueOS

Torquay Hotel

MANAGER GUIDE

Digital Signage — Quick Reference Guide

tqh.venueos.jjjk.com.au/signage



Get Content on Screen

The loop you'll use for almost everything.

1 Design it

In **Design**, hit **+ New Design**, pick a template or start blank, then drag on elements — text, image, clock, weather, QR code, countdown, YouTube, a Google Sheet, or the Gig Guide widget. Save.

2 Build a Playlist

In **Playlists**, **+ Add Media** pulls from your whole Media library — including the design you just saved — into an ordered list.

3 Push it live

Nothing reaches a screen until you hit **Push** on that playlist (or **Push All**). Playlists are clearly badged "unpushed changes" vs "live" so you can tell at a glance.

4 Assign it to a screen

In **Screens**, open a paired screen's **Content & Schedule** tab and set that playlist as its Default Playlist — or add a day/time schedule if it should only run at certain times.

Show Mode

For nights where something needs to change on the fly.

1 Open Show Remote

The sidebar's [Show Remote](#) link opens [/show](#) in a new tab (only visible if this venue has it turned on).

2 PIN if set

Some venues gate it with a 4-digit PIN so any tech on the night can jump in from their own phone without a full login.

3 Blackout a screen

Each paired screen has its own [Blackout](#) button; [Clear](#) brings it back to the normal playlist.

4 Blackout everything at once

The master button blacks out every paired screen in one tap, and turns into "Blackout Active — Tap to Clear" until you undo it.

5 Jump to a specific slide

Any slide saved in a Media folder named exactly "Show Mode" shows up as a one-tap chip to override a screen straight to that slide.

The one thing everyone forgets: adding something to a playlist only stages a draft — it does nothing on screen until you hit Push.

Gig Guide needs a tickbox on the other end: the Gig Guide widget only shows shows that have "Share with Signage" ticked in Gig Hub — nothing appears until that's turned on per show.

Zone layouts add extra playlists: turning on a screen's Layout (Bottom Strip, Corner Box, Sidebar) gives each zone its own independent playlist alongside the main one.

Not every venue sees every tab: Reports, Show Remote, and the Sponsor submission link are add-ons switched on per venue — if a tab's missing, it's off for this venue, not broken.

Quick Links

[/signage/control](#)

Design, Playlists, Screens, Groups, Settings

[/signage/show](#)

Show Remote — blackout & live overrides

[/signage/sponsor](#)

Public link for sponsors to submit their own ad (if enabled)

? FAQ

I added something to a Playlist but it's not showing on screen — why?

Playlists have a draft/live split. Adding media only stages a draft — you need to hit Push (or Push All) on that playlist before it reaches any screen.

The Gig Guide widget is empty — why?

It only shows shows that have "Share with Signage" ticked in Gig Hub. Nothing appears until that's turned on per show.

I don't see a Reports tab, Show Remote link, or Sponsor page — is something broken?

No — those are add-ons switched on per venue. If a tab's missing, it just hasn't been enabled for this venue.

What does turning on a screen's Layout (like Bottom Strip) actually do?

It splits that screen into zones, and each non-main zone gets its own independent playlist running alongside the main one.